

# *Purchasing Update*

Division of Purchasing  
Volume 6, Issue 10

Boise, Idaho  
December 15, 2008

"There comes a time in your life when you realize who matters, who never did, who won't anymore, and who always will." - *Dalai Lama*



Bill Burns named new  
Department of Administration  
Division of Purchasing  
Administrator

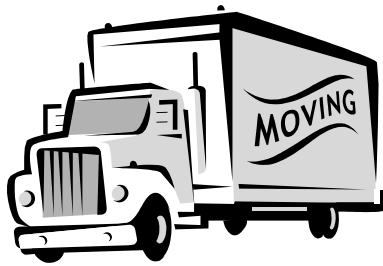
## **William (Bill) Burns**

Mike Gwartney, Director of the Idaho Department of Administration named Bill Burns the new Administrator for the Division of Purchasing, effective December 1, 2008.

Bill is the former OEM and Supply Chain Manager, Hewlett-Packard Company. Bill started his career as a CPA working for national accounting firms for 4 years after graduating from the University of Idaho with a BS in Business. At HP, Bill managed planning, procurement/procurement engineering, design for manufacturability engineering, global supply chain development and several key global strategic relationships across Asia. His work has included formation of the first high volume centralized procurement organization supporting multiple HP divisions. Bill retired after 25 years of service with Hewlett Packard.

He also attended the Wharton Executive Management Program at the University of PA, participated as a guest lecturer for selected MBA programs at Boise State University and was a partner in a supply chain consulting company.

Bill was born and raised in Boise, Idaho. He has been married for 30 years and has three daughters. Bill's passion is photography and enjoys golf and skiing. He has been recently actively involved with creating and participating in the Eagle Camera Club and performs charity work for Big Brothers and Big Sisters and the Epilepsy Foundation of Idaho.



## **THE DIVISION OF PURCHASING (DOP) PURCHASING OFFICE – DECEMBER 15 – 19, 2008**

The Division of Purchasing will be packing and moving during this week. We will re-open in our new location downtown at 650 West State Street - lower level of the LBJ Building, behind the State Capital.

Our phone service and e mails will be taking messages for us on this Friday - December 19, 2008. We will respond to those messages the following week. We appreciate your understanding and you can all help us by postponing your bid proposals and requests during this busy time.

**Please note:** 12/23/08 will be the first day for bid openings at the new location.

### **PURCHASING TIPS**

What's a Surety Bond Agreement (SBA)?

A surety bond is a three-party instrument between a surety, the contractor and the project owner. The agreement binds the contractor to comply with the contract's terms and conditions. If the contractor is unable to successfully perform, the surety assumes the contractor's responsibilities and ensures that the project is completed. There are four types of contract bonds that may be covered by an SBA guarantee:

1. **Bid Bonds** guarantee that the bidder on a contract will enter into the contract and furnish the required payment and performance bonds.
2. **Payment Bonds** guarantee payment from the contractor to persons who furnish labor, materials equipment and/or supplies for use in the contract performance.
3. **Performance Bonds** guarantee that the contractor will perform the contract in accordance with its terms.
4. **Ancillary Bonds** are incidental and essential to contract performance.

### **PURCHASING WORKSHOP'S**

Due to recent budget cuts for the remainder of this Fiscal year, the next Semi-Annual Purchasing Workshop that was being tentatively planned for the Lewiston area next January or February 2009 has been postponed.

### **STATEWIDE CONTRACTS**

For a complete listing and copies of the Statewide contracts, visit our website at:  
[www.adm.idaho.gov/purchasing](http://www.adm.idaho.gov/purchasing)

**WISHING YOU ALL A MERRY CHRISTMAS AND A SAFE AND HAPPY NEW YEAR!**



**Purchasing Update** is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or [pearl.smith@adm.idaho.gov](mailto:pearl.smith@adm.idaho.gov)